

## **DEPARTMENT OF MEDICAL ASSISTANCE SERVICES EMPLOYMENT OPPORTUNITY**

This Agency is charged with ensuring proper **MEDICAID** services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

### **PARALEGAL**

Role Title: Administrative and Office Specialist III

Position # 00219

Pay Band 3, Level III - Hiring Range: \$24,479 - \$41,820

**Closing Date: June 20, 2014**

Appeals Division. Challenging opportunity for paralegal to assist with informal and formal provider administrative appeals, and provider and client court appeals. This position also serves as executive legal assistant to the Division Director. The successful candidate must have considerable knowledge of law office operations, protocol, and case management. The candidate must possess superior organizational skills, excellent attention to detail, solid research skills, and the ability to work efficiently within established deadlines in a high-paced environment. Requires demonstrated ability to write, proofread, and communicate effectively as evidenced in letters, reports and other communication tasks. Must have demonstrated ability to prioritize and complete multiple tasks efficiently, such as assembling case records, scheduling hearings, preparing exhibits, maintaining and closing files in accordance with record retention schedules, and assisting attorneys with drafting documents and correspondence. Must be able to analyze data and reach logical conclusions. Must have demonstrated ability to work well in team project environments. Must be proficient using the PC for word processing, spreadsheets, and database management. Must have paralegal experience, gained preferably in a law firm or government agency setting. Experience with confidential client information or protected health information is preferred. Experience with Medicaid and administrative law is also preferred.

### **ONLINE STATE APPLICATION REQUIRED**

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the Recruitment Management System (RMS) by 5:00 p.m. on the closing dates referenced above.

**FAXED, E-MAILED, OR PAPER APPLICATIONS WILL NOT BE ACCEPTED**

Receptionist: 804-786-5408, TDD 800-343-0634

### **Web Sites for Vacancy Listings**

RMS: <http://jobs.agencies.virginia.gov/applicants/Central?search=602>

DMAS: [http://www.dmas.virginia.gov/ab-position\\_vacancies.htm](http://www.dmas.virginia.gov/ab-position_vacancies.htm)

**Applicants needing accommodation to apply for openings should contact the DMAS receptionist for additional information.**

**EEO/AA/ADA**